



# CITY OF HOUSTON

## Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED
2			Administration Manager
3	Job Classification		PN# 107171
4	Posting Number		Public Works & Engineering
5	Department		Engineering and Construction Division
6	Division		Construction Branch
7	Section		611 Walker *
8	Reporting Location		M - F, 8 a.m. - 5 p.m.*
	Workdays & Hours		*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures. Manages major departmental function; establishes goals and evaluates section performance, develops and evaluates subordinates. Directs and reviews the development, implementation and maintenance of specific department projects and/or policies. Coordinates special projects, including planning, research and presentations. Investigates special problems encountered by employees, responds to calls from the general public that extend beyond the normal scope of subordinates. Provides leadership, guidance, training and advice to subordinates.
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**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking standing etc.
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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Accounting, Political Science, Psychology or closely related field. A Master’s degree in Business Administration, Accounting, Political Science, Psychology or a closely related field may be substituted for two years of experience.
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**MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of related experience in personnel, administration, accounting or a closely related field is required. Directly related professional experience may be substitute for the education requirement on a year-for-year basis.
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**MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).
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**PREFERENCES**

None
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**SELECTION/SKILLS TESTS REQUIRED**

None  
However, the Department may administer a skill assessment evaluation.
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**SAFETY IMPACT POSITION**

☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug
- 17

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 26  
\$1,897 - \$2,459 Biweekly - \$49,322 - \$63,934 Annually
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**OPENING DATE**

October 19, 2005
- 19

**CLOSING DATE**

October 25, 2005
- 20

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** Our T.D. D. # (Telephone Device for the Deaf) is 713-837-9471.

An equal opportunity employer